

**COUNTY OF SAN DIEGO
VOLUNTEER REPORT FORM
PERIOD: JULY 1, 1999 - JUNE 30, 2000**

1. DEPARTMENT/COURT INFORMATION:

Department/Court: Clerk of the Board

Division/Unit: _____

2. VOLUNTEER PROGRAM BENEFITS:

- a. GENERAL VOLUNTEER (this section should include community volunteer, student intern, groups, corporations, etc.)

No. Vol.	15	Hours	90	X	\$14.83	=	\$1,334.70
-----------------	-----------	--------------	-----------	----------	----------------	----------	-------------------

Types of work performed by GENERAL VOLUNTEERS in this category:

General Garden/Landscape Work: Pruning, weeding, planting, and digging

- b. INSTITUTIONAL VOLUNTEER (this section should include court referrals, honor camp inmates, PIC/RETC, GAIN, etc.)

No. Vol.	167	Hours	1002	X	\$14.83	=	\$14,859.66
-----------------	------------	--------------	-------------	----------	----------------	----------	--------------------

Types of work performed by INSTITUTIONAL VOLUNTEERS in this category:

- c. SPECIALIZED VOLUNTEERS (this section should include utilization of Special Volunteers in positions requiring specific skills and/or expertise levels, for example, an attorney, physician, sports figure or celebrity. These specialized positions have verifiable compensation levels [VCL]. If you have such a volunteer, please indicate the position, hours and compensation level below.)

<u>Position</u>	<u>Hours</u>	<u>X</u>	<u>VCL</u>	<u>=</u>	<u>Dollar Benefit</u>
_____	_____		_____		<u>\$0.00</u>
_____	_____		_____		<u>\$0.00</u>

No. Vol.	0	Total Hours	0	Total Value	\$0.00
-----------------	----------	--------------------	----------	--------------------	---------------

Types of work performed by SPECIALIZED VOLUNTEERS in this category:

N/A

d. TOTALS OF DEPARTMENT VOLUNTEERS (from above):

<u>No. of Volunteers</u>	<u>Hours</u>	<u>Dollar Benefit</u>
<u>15</u>	<u>90</u>	<u>\$1,335</u>
<u>167</u>	<u>1002</u>	<u>\$14,860</u>
<u>0</u>	<u>0</u>	<u>\$0</u>

TOTALS:	182	Total Hours	1092	Total Value	\$16,194.36
----------------	------------	--------------------	-------------	--------------------	--------------------

3. DONATIONS TO VOLUNTEER PROGRAM:

Please list all donations to the department's Volunteer Program including monetary donations and tangible/intangible items. Items such as computers, air time, transportation, books, etc. Please assign a fair market value to each and add to the total value of the donations section.

Item Donated: N/A Value:

Item Donated: N/A Value:

Item Donated: N/A Value:

Item Donated: N/A Value:

TOTAL VALUE = \$0.00

4. VOLUNTEER PROGRAM COSTS:

a.

Cost of direct supervision of Volunteers (total hours of direct supervision multiplied by the hourly rate of staff person[s] directly supervising program volunteers.)

Hours 519 X Rate \$10.98 **\$5,698.62**

b. Cost of program coordination (total hours of program coordination multiplied the hourly rate of coordinator[s]. This section should include coordination of staff, compiling statistics, job description preparation, volunteer placement, recognition, etc.)

Hours 174 X Rate \$25.80 **\$4,489.20**

c. Other program costs (training materials/supplies, recognition costs, etc.):

Item : <u>Memorial Plaques</u>	Cost: <u>\$275.00</u>
Item : <u>Decorations</u>	Cost: <u>\$29.23</u>
Item : <u>Flowers</u>	Cost: <u>\$251.03</u>
Item : <u>Cake</u>	Cost: <u>\$39.99</u>
Item : <u>Frames</u>	Cost: <u>\$90.16</u>
Item : <u>Refreshments</u>	Cost: <u>\$100.00</u>

TOTAL OF OTHER PROGRAM COSTS =

\$785.41

d. TOTAL OF PROGRAM COST (4a+4b+4c) =

\$10,973.23

5. NET BENEFIT TO DEPARTMENT FROM VOLUNTEER PROGRAM:

a. Total Dollar Benefits of Volunteers, Item 2d	\$16,194.36
b. Total of Donations to Volunteer Program, Item 3	\$0.00
c. Subtract Total of program Costs, Item 4d	\$10,973.23

TOTAL PROGRAM BENEFIT:

\$5,221.13

6. **RECRUITING:**

Please describe your recruiting programs:

Increase number of Volunteers by 5% or 9 volunteers

The COB promotes the County Volunteer Program through the use of the County Television Network, distribution of brochures, the DHR job line, the COB web page, and through recognition programs.

7. **SPECIAL VOLUNTEER PROGRAM ACTIVITIES/ACHIEVEMENTS:**

Please describe any special activities and/or achievements your program was involved in during the period of this report:

Launched the "Adopt a Rose Planter Bed " program. Planted 68 more rose bushes in West Lawn.

Coordinated monthly and annual volunteer recognition events, coordinates quarterly volunteer coordinator meetings, distributes volunteer opportunities brochure, promoted volunteer opportunities on the DHR job line and on CTN, participated in RSVP advisory board and Senior Volunteer Coalition.

8. **VOLUNTEER PROGRAM GOALS FOR FISCAL YEAR 2000-01:**

Please describe your program goals. Include activities, number of volunteers, recruitment, training, recognition and other goals:

Continue recruitment through COB Web Page.

Recognize most valuable volunteer by the 10th month of the program

Seek out and exploit additional opportunities to publicize County volunteer opportunities.

9. **GENERAL INFORMATION:**

Name of person completing report: Francisco M. Ortega/David Hall

Phone: (619) 531-5616 Mail Stop: A-45 E-Mail: DHALLXCB@co.san-diego.ca.us

Volunteer Coordinator: Frank Ortega

Phone: (619) 531-6269 Mail Stop: A-45 E-Mail: Fortegcb@co.san-diego.ca.us

10. **DEPARTMENT CERTIFICATION:**

Thomas J. Parls

DEPARTMENT HEAD SIGNATURE

7.12.00

DATE